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SF
= Asian Art Commission

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JUL 19 1989

SAN FRANCISCO
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MINUTES

AD HOC PLANNING COMMITTEE MEETING
Tuesday, July 11, 1989 - 12:00 Noon
Conference Room - Asian Art Museum

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1. **Haas Foundation Application.** It was the sense of the
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San Francisco Public Library

ment Information Center
San Francisco Public Library
arkin Street, 5th Floor
San Francisco, CA 94102

REFERENCE BOOK

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4. **Committee Structure.** The Committee discussed further the
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5. **Oral Research.** The Committee explored the idea of setting
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MINUTES

**AD HOC PLANNING COMMITTEE MEETING
Tuesday, July 11, 1989 - 12:00 Noon
Conference Room - Asian Art Museum**

Attending: John Williams, Chair, Alice Lowe, Dana Dirickson, Rand Castile, Jack Bogart, Clarence Shangraw, Bill Wahrhaftig and Judy Teichman.

1. **Haas Foundation Application.** It was the sense of the committee that the contents of the draft letter of intent to the Haas Foundation regarding a planning grant were appropriate and that it should be sent as soon as possible.

2. **Approval of Minutes.** The draft minutes of the meeting of June 27 were approved with the addition of the following:

"8. **Architect Selection.** It was the consensus of the Committee that the criteria for selection of architects should include the following:

- a. Quality of architecture
- b. Museum experience
- c. Experience in restoration of old buildings
- d. Ability to keep within a budget
- e. Handling of interior space
- f. Ability to create a museum which would have a world class presence
- g. Sensitivity to works of art and visitors"

3. **Griffin Letter.** The Committee discussed the contents of the letter from Mary Griffin of William Turnbull & Associates of July 1. The letter identifies space program issues which can be researched without waiting for other stages of the planning process, such as the need for and size and scope of the restaurant and auditorium.

4. **Committee Structure.** The Committee discussed further the appropriate structure for the building and the other committees which will be needed to complete the new museum. The subject was tabled until the August 29 meeting in the hope that the Museum will have a development officer who can participate in the discussions.

5. **Oral Research.** The Committee explored the idea of setting up a series of lunches for particular members of the Committee with people in the community who have had experience with building projects of the same magnitude as the new Asian Art Museum. They



included Sam Stewart, who was the guiding light for Davies Symphony Hall, and someone involved with the San Francisco Museum of Modern Art's building project.

6. **Site Visits.** Jack Bogart mentioned that he will be in Chicago in mid-August and plans to visit the Chicago Art Institute for a behind-the-scenes tour of the new facilities. It was the consensus of the Committee that it would be valuable for all Commissioners and staff to take the time as they travel to visit some of the recently completed museum renovation or construction projects.

Clarence and Rand will draft a list for the July 25 meeting of the elements critical to a well-functioning, well-designed museum, elements which should be examined in visiting other museums. They will also develop a list of some of the more pertinent museums in the United States and Europe to be visited. Staff will propose a procedure for members of the Museum family to work through staff to schedule special tours of these institutions.

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Asian Art Commission

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JUL 19 1989



AGENDA

SAN FRANCISCO
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AD HOC PLANNING COMMITTEE MEETING

Tuesday, July 25, 1989 - 12:00 Noon
Conference Room - Asian Art Museum

1. Discussion of areas of mutual concern with representatives of the Library, including the use of the space under Fulton Street between the existing and new main public library buildings
2. Haas Foundation response to letter of intent, if received.
3. Elements to be examined in visiting other museums and protocol in visiting other museums.

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SF Asian Art Commission

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MINUTES

AD HOC PLANNING COMMITTEE MEETING
Tuesday, July 25, 1989 - 12:00 Noon
Conference Room - Asian Art Museum

SAN FRANCISCO
PUBLIC LIBRARY

Attending: Alice Lowe, Judy Wilbur, John Williams, Dana Dirickson, Jack Bogart, Rand Castile, Clarence Shangraw, Bill Wahrhaftig, Judy Teichman, Marjorie Stern, Ken Dowlin (City Librarian) and Diane Filippi.

1. **Discussion of areas of mutual concern:** Marjorie Stern and Diane Filippi reflected on the Library's architect selection process. They felt that having Ada Louise Huxtable and Bill Lacey as consultants was extremely helpful. Ms. Huxtable is a retired architectural critic from the New York Times. She and Bill Lacey advise clients on the architect selection process. Huxtable, Lacey and Ken Dowlin served as consultants to the two committees involved in selecting the architects for the new Library. The committees were the Technical Screening Committee and the "Selection Committee". The Selection Committee, included representatives from the Library and Art Commissions and the Dean of the School of Architecture at Berkeley. They mentioned that the architect/consultant can write the RFQ and RFP.

The Library representatives suggested that during the interview process much attention be paid to the second person in command at the architectural firms since that is who the client deals with primarily. They also urged that inquiries be made about this person in reference checks. They said that visiting the offices of the architects was extremely helpful, as well as knowing how many other projects the particular architect has going on at the same time. They said that the local firm (if there is one) will be primarily responsible for construction administration and that is extremely important that the two firms are compatible so this should also be a concern of the interviewers. They suggested that the request for proposals ask about the local firm's work and include questions which might reveal the degree to which the firms will be compatible.

Ken Dowlin mentioned that the revenue from the Civic Center garage goes to the Recreation and Parks Department. This may affect the decision on whether the parking garage in the Civic Center is extended under the proposed Fulton Street Mall.

A Dallas firm has been engaged to produce the space program for the Library. The contract has not been signed yet. The work is scheduled to be done 90 days after the contract is signed. The architect cannot work on the design until the space program is complete. The architect estimates taking 8 months to prepare the schematic design for the Library and then 4 months for the City review process. Diane Filippi urged that the space program for the

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new Museum be completed before the architect selection process begins so the architect can immediately begin work on design when the contract is awarded.

With regard to the architect selection process, the Library sent the request for qualifications out in November. There was an orientation visit for potential candidates on February 15th with the response to the RFQ due March 15th. The Technical Screening Committee produced a list of five firms which were then invited to submit proposals. The Selection Committee gave each candidate an hour and a half interview. Because of some concerns about Human Rights Commission Minority Set-Aside requirements, a second interview was conducted a month or so later.

There were about 14 people on the Library Selection Committee. The Selection Committee members had a criteria sheet. The administrative costs for processing and issuing the request for qualifications were estimated at \$16,000.

The project manager for the Library is Kathy Page, she will begin work on Monday [July 31].

2. **Approval of Minutes.** The draft minutes of July 11 were approved as prepared.

3. **Review of Rand Castile's Memorandum List of Museums to be visited.** The Director prepared a list of museums to be visited in different cities by members of the Commission and Foundation. The Director elaborated on the significance of some of the institutions.

4. **Travel to visit other museums.** Staff present were asked to put together a plan for travel to visit other museums for staff and any Commissioners or Foundation Trustees who decided to participate. The tentative agenda was a trip to West Coast museums in the coming Fall, to East Coast museums, perhaps next Spring, and trips to see international museums as part of the architect selection process. The goal is to have an outline and an estimate of the cost for staff travel by the next meeting.

Tentatively, the thought was to group Dallas/Ft. Worth, San Antonio, Denver, Los Angeles County, MOCA (Los Angeles), and the Getty Museum (and the Getty Educational Center), museums in western Canada, Portland, and Seattle in the potential list of West Coast sites.

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AUG 17 1989

AGENDA

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AD HOC PLANNING COMMITTEE MEETINGS

Tuesday, August 29, 1989 - 12:00 Noon
Conference Room - Asian Art Museum

1. Approval of Minutes of 7/25/89
2. Discuss Haas Foundation reponse to letter of intent, if received.
3. Format for tour of West Coast museums.
4. Campaign for seismic bond issue.
5. Structure of projects.

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= ASIAN ART COMMISSION

≡ AD HOC PRELIMINARY PLANNING COMMITTEE MEETING

Thursday, September 14, 1989 - 4:00 P.M.

Conference Room - Asian Art Museum

1. Call to Order
2. Approval of Minutes of August 29, 1989 Meeting
3. Discussion of Haas Foundation response to letter of intent, if received.
4. San Francisco Grant Application
5. Proposal from Turnbull and Associates (Mary Griffin) to do Space Program
6. Adjournment

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AGENDA

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AD HOC PRELIMINARY PLANNING COMMITTEE

September 27, 1989 - 12:00 Noon

Conference Room - Asian Art Museum

1. Update on funding sources
2. Introduction of Barbara Kibbe
3. Discussion West Coast Tour
4. Committee structure discussion

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NOTICE OF SPECIAL MEETING

SF

ASIAN ART COMMISSION

AD HOC PRELIMINARY PLANNING COMMITTEE

Tuesday, November 7, 1989 - 11:00 A.M.

This is notice that the Asian Art Commission Ad Hoc Preliminary Planning Committee will meet on Tuesday, November 7, 1989 at 11:00 A.M. in conjunction with the Asian Art Museum Foundation to discuss the budget for the planning process associated with the relocation of the Asian Art Museum to the Civic Center.

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NOV 28 1989

ASIAN ART COMMISSION

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AD HOC PRELIMINARY PLANNING COMMITTEE

Tuesday, November 28, 1989 - 12:00 Noon

Conference Room - Asian Art Museum

1. Approval of Minutes of October 31, 1989 Meeting
2. Trip Reports:
 - a. Jack Bogart: Yale Museum of British Art, Yale University Museum, The Walker Museum of Art Minneapolis, Minneapolis Institute of Art Museum, The Metropolitan
 - b. Mary Griffin: Group Trip to Museum of Contemporary Art in Los Angeles and Los Angeles County Museum of Art
3. Discuss "Planning for the Asian Art Museum of San Francisco at the Civic Center" proposal.
4. Development of architectural space program:
 - a. Review assumptions and conclusions in Scheme B of the Turnbull Feasibility Study and discuss parameters for space planning.
 - b. Discuss adjustment of Feasibility Study cost estimate to reflect changes in assumptions, if any, and to estimated mid-point of construction, i.e., 1995.
 - c. Report by Griffin on meeting with City's Convention Facilities staff regarding food service.
5. Fundraising Report - Bob Lindquist
6. Planning Budget Report - Judy Teichman
7. Update on Plans for Workshop - Judy Teichman and Bob Lindquist
8. Update on Main Public Library Project - Judy Teichman

PLEASE R.S.V.P. TO MARGE LINDSAY (668-2278) SO LUNCH CAN BE ORDERED

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AGENDA

SF
ASIAN ART COMMISSION

AD HOC PRELIMINARY PLANNING COMMITTEE MEETING

Tuesday, December 12, 1989 - 12:00 Noon

Conference Room - Asian Art Museum

1. Call to Order
2. Approval of Minutes of November 28, 1989 Meeting
3. Planning Document and Expenditures Schedule Update (Teichman)
4. Funding Report (Lindquist)
5. Workshop Report and Discussion (Kibbe)
 - a. Goal of January Workshop
 - b. Proposed Agenda for Workshop
 - c. Speakers
 - d. Guests
 - e. Budget
6. Composition of Subplanning Groups - Discussion (Kibbe)
7. Other Business
8. Adjournment

John F. Williams, Chairman
Johnson S. Bogart
Mrs. Richard Dirickson
Mrs. Lewis Lowe
Charles Hall Page
Mrs. Walter Shorenstein
Mrs. Brayton Wilbur, Jr.

Rand Castile
Robert M. Lindquist
Judith L. Teichman
William Wahrhaftig
Mary Griffin
Barbara Kibbe
Bill Lacey
Russ Able
Calvin Malone

